

CITY OF CHARLOTTESVILLE  
PUBLIC WORKS  
FACILITIES MAINTENANCE



DATE: October 16, 2020  
ADDENDUM NO. 1  
NUMBER OF PAGES: 1  
SOLICITATION REFERENCE: IFB#: CITY OF CHARLOTTESVILLE COVID-19 HVAC UPGRADES/21-32  
TITLE: CITY OF CHARLOTTESVILLE COVID-19 HVAC UPGRADES  
BIDS/PROPOSALS DUE: Thursday October 22, 2020 at 2:00 PM local prevailing time

This addendum has been issued to address the following:

1. Please refer to SECTION III of the IFB (PROCUREMENT GUIDELINES RELATED TO COVID-19). The due date was originally incorrectly listed as Tuesday October 20, 2020; please refer to the revised SECTION III wording below:

*Due to restrictions surrounding the COVID-19 pandemic, public access to City facilities is currently prohibited. The City is still receiving and accepting deliveries from shipping services such as USPS, FedEx, and UPS. The mailing (utilizing contracted shipping services) of bids is preferred, but if a bid is hand delivered by the Bidder, it may ONLY be hand delivered on Thursday October 22, 2020 at the Facilities Maintenance Building (315 4th Street NW, Charlottesville, VA 22903) between the hours of 8:00 AM ET and 2:00 PM ET. ALL HAND DELIVERED BIDS MUST BE SUBMITTED AT THIS LOCATION PRIOR TO 2:00 PM ET on Thursday October 22, 2020 at the Facilities Maintenance Building (315 4th Street NW, Charlottesville, VA 22903). Bids will not be accepted at any other building access location. Bids will be date and time stamped upon receipt and retained unopened in a secure location until bid opening. No consideration will be given to date of postmark or error in delivery to incorrect address. It is the responsibility of the Bidder to ensure timely and correct delivery of their bid regardless of the chosen delivery method.*

*Bids will be opened in the parking lot outside of the Facilities Maintenance Building located at 315 4th Street NW, Charlottesville, VA 22903. While on City property Bidders are expected to adhere to the City's limitation of the number of attendees at gatherings of no more than 50 people. Proper social distancing rules must be observed as well.*

Note: A signed acknowledgment of this addendum must be received at the location indicated on the solicitation either prior to the solicitation due date and hour or attached to your bid/proposal. Signature on this addendum does not substitute for your signature on the original bid/proposal document. The original bid/proposal document must be signed.

Respectfully,

Ryan Dewyea  
Project Manager

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Name of Bidder/Offeror

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Signature & Title

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Date